Spec. Code:	4522
Occ. Area:	02
Work Area:	072
Prom Line:	None
Prob. Period:	6 mo.
Effective Date:	12/15/11
Last Action:	Rev.

INSTITUTIONAL RESEARCH DATA COORDINATOR

Function of Job

Under administrative direction, organizes and conducts the preparation of complex mathematical models and research studies of university operations; analyzes and prepares results for publication or submission to administrators.

Characteristic Duties and Responsibilities

1. directs the formulation of, or formulates, mathematical models (such as Markovian enrollment projections) of university operations (such as student flow, induced course load, faculty flow, enrollment, and resource allocation)

2. designs and implements statistical computations

3. prepares or directs the preparation of tables and charts

4. directs the gathering and analysis of data

5. interprets data and trends, summarizes results, and prepares reports for submission to university administrators or for publication

6. directs or performs the coding, testing, debugging, and documentation of mathematical computer programs for developed models (using linear, dynamic and/or stochastic programming techniques)

7. devises, recommends approval, and implements revised methods, procedures, and techniques of section

8. may supervise assigned personnel

9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in computer science, operations research, or other related fields with at least 12 semester hours in computer science and/or mathematical modeling

OR

Experience and/or training that provided knowledges, skills, and abilities comparable to those normally gained in one of the Bachelor's degree programs listed above[1]

2. One (1) year (12 months) of experience in operations research and/or mathematical modeling

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of descriptive statistics
2. Knowledge of data management tools and Microsoft Office Programs
3. Skill in the development of mathematical models
4. Skill in the development of mathematical computer programs for mathematical models
5. Skill in interpretation of the results of analytical studies
6. Skill in the preparation of written or oral reports explaining the results of analytical studies
7. Ability to direct less experienced personnel in prepare of research studies and mathematical models
8. Ability to deal effectively with members of the university community
9. Ability to work independently and multi-task
10. Ability to continuously learn in a rapidly changing technological environment

[1]In substituting experience and/or training for the Bachelor's degree programs cited above, it is recommended that in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of the personnel office and a person experienced in mathematical modeling and statistical studies of institutional operations in a manner that will preserve the applicant's anonymity.